



DEPARTMENT OF ENERGY

PRINCETON SITE OFFICE

BUSINESS MANAGEMENT TEAM

PROCEDURE 1-12

SAFEGUARDS AND SECURITY RESPONSIBILITIES

(This procedure does not include materials control and accountability which is a responsibility of the PSO ES&H Team)

REVISION 0

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Date Issued May 2006

ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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STOP WORK AUTHORITY: When an unsafe or unhealthy condition or an adverse impact to the environment is observed, all PSO staff have full authority to stop work. See PSO Procedure 3-11 for implementation.

PURPOSE

To ensure the appropriate levels of protection are implemented against unauthorized access; theft, diversion, loss of custody of government property and other hostile acts that may cause unacceptable adverse impacts on national security or the health and safety of the Department of Energy and contractor employees, the public and the environment.

SCOPE

Use the Design Basis Threat Policy, issued by the DOE Director of Security Affairs, in the design and implementation of protection programs

To provide levels of protection in a graded approach in accordance with the potential risks

To ensure personnel receive the appropriate training for their roles in support of the Princeton Plasma Physics Laboratory's Safeguard and Security Program and that persons given authorization are aware of Safeguard and Security Program Requirements

To standardize safeguards and security equipment and systems to achieve operational and financial benefits

RESPONSIBILITIES

Manager, Princeton Site Office (PSO) is responsible for:

Ensuring Princeton Plasma Physics Laboratory (PPPL) implements an effective Safeguards and Security program which includes Cyber Security and Foreign Visits & Assignments Programs in accordance with applicable DOE Orders using a grade approach;

Designating a DOE-PSO employee to oversee the Princeton Plasma Physics Laboratory's Safeguards & Security Program

Designating a DOE-PSO employee to reviews the Foreign Access Control Tracking System (FACTS) for required concurrence

Providing sufficient resources to support professional, administrative, technical and clerical staffing requirements, equipment and material, logistics requirements and training and development;

Ensuring PPPL assigned personnel that perform DOE Safeguards and Security duties possess the appropriate knowledge, skills, and abilities;

Incorporating contract provisions implementing the applicable requirements of Safeguards and Security directive in new or existing contracts

DOE-PSO Safeguard & Security Program Manager is a DOE-PSO employee responsible for :

Overseeing PPPL development, implementation, and maintenance of the PPPL Safeguards and Security which includes Cyber Security, and Foreign Visits & Assignments Programs in accordance with applicable DOE Orders using a graded approach;

Recommending approval to DOE-PSO Manager PPPL Safeguard & Security, Cyber Security and Foreign Visits & Assignments Plans;

Providing the DOE-PSO Manager with an evaluation of security posture of PPPL facilities;

Providing guidance and assistance relating to security and classification to the Management Council and CH employees;

Reviewing the Foreign Access Control Tracking System (FACTS) for required concurrence; and

Overseeing the PPPL Cyber Security program in accordance with applicable DOE Orders using a grade approach.

4.0 PROCEDURE

PPPL Safeguard and Security Program, which includes Cyber Security, and Foreign Visits & Assignments Programs, shall be tailored to the Laboratory's specific characteristics by assessing security risks and by using a graded approach.

By this procedure, the DOE-PSO Manager designates the DOE-PSO Safeguard & Security Program Manager to review the PPPL input into the Foreign Access Control Tracking System (FACTS) for required concurrence

Key Safeguard and Security Program Elements are identified in the following DOE Orders:

Foreign Visits and Assignments	DOE O 142 series
Information Security Management	DOE O 200 series
Cyber Security Management	DOE O 205 series
Safeguards & Security Management	DOE O 470.1 series

Risk Management. The determination of the appropriate level of protection against risk shall consider the nature of the threat, the vulnerability of the potential target, and the potential consequences of an adverse act. PPPL Safeguards & Security Program shall be based on vulnerability and risk analysis designed to provide graded protection in accordance with the site's assets importance or impact of its loss, destruction or misuse.

Graded Approach. By graded approach, the DOE intends that the highest level of protection be given to security interests whose loss, theft, comprise and /or misuse will seriously affect the national security and/or health and safety of DOE and PPPL employees, the public, the environment or DOE Programs.

5.0 REFERENCES

DOE O 142.3	Unclassified Foreign Visits and Assignments
DOE O 200.1	Information Management Program
DOE O 205.1	Department of Energy Cyber Security Management Program
DOE O 470.1 Chg1	Safeguards and Security Awareness Program
DOE O 470.3	Design Basis Threat Policy (U)

Letter from the Director of Science, dated May 3, 2006; Subject: MANAGING CYBER SECURITY RISK IN THE SCIENCE COMMUNITY, including Attachment "Cyber Security Tips"